

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Medication Aide Supervisor

Class Code: 50635

A. Purpose:

Selects, schedules, trains, supervises and evaluates new and current Medication Aides according to specified guidelines to develop competent employees who enhance the care of people supported at a facility by correctly and safely administering medications to them.

B. Distinguishing Feature:

The Medication Aide Supervisor supervises Medication Aides at a state facility and is responsible for selection, training, and monitoring their activities.

The Medication Aide administers oral medications and treatments to people and maintains medication records to ensure accurate dispensing of medications.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises Medication Aides to ensure safe administration of medications in accordance with federal and state guidelines and in adherence to the policies, procedures, and guidelines of the facility.
 - a. Interviews and recommends hires of new Medication Aides.
 - b. Schedules Medication Aides and ensures appropriate staffing levels at all times.
 - c. Approves leave requests, monitors and approves timekeeping.
 - d. Rearranges schedules to accommodate illness, vacation and in-services.
 - e. Ensures staff complete all in-service training in a timely manner.
 - f. Conducts performance reviews and completes performance feedback designed to enhance employee work performance.
 - g. Maintains training records.
 - h. Provides positive feedback, corrective and work direction.
 - i. Addresses staff problems and recommends supervisory or disciplinary action.
 - j. Serves as communication link through attendance at shift change conferences.
 - k. Addresses and resolves personality conflicts.
 - l. Monitors compliance and ensures adherence to the policies, procedures, and guidelines of the facility required by Medication Aides.
 - i) Inspects medication rooms for cleanliness.
 - ii) Monitors that medication rooms and cabinets are locked.
 - iii) Ensures that medications are stored correctly.
 - iv) Ensures that controlled substances are signed out and accounted for.
 - v) Ensures that personal care assigned to the Medication Aide is being done.
 - vi) Ensures that patient files are being maintained.
 - vii) Reviews probes for completeness and relevance.
2. Develops and provides ongoing in-service training and retraining to new and current Medication Aides as a group or individually.
 - a. Provides training for the individual program areas.
 - b. Teaches proper way to trim fungal nails, take blood pressure, insert a suppository, administer ear and eye drops, etc.
 - c. Reviews scope of practice for Medication Aides, filing procedures, and chart documentation.

- d. Maintains high standards for medication trained personnel who are not Medication Aides.
- 3. Works as a Medication Aide during staffing shortages.
 - a. Passes medications on short notice when needed if other staff are not available.
 - b. Transports people to appointments in emergency situations.
- 4. Interacts with other staff at the facility to ensure effective communication and coordination of services.
 - a. Coordinates medication passes with pharmacy.
 - b. Ensures that Medication Aides are interacting with nursing staff to coordinate patient care.
 - c. Resolves conflicts with dorm staff.
 - d. Coordinates transportation arrangements for patients with medical secretary.
- 5. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a Pharmacist. Supervises Medication Aides. Directs the work of other certified medication staff who pass medications when people go off campus. Coordinates with Nursing staff to report any issues or concerns with medication passes.

E. Challenges and Problems:

Challenged to supervise staff located throughout the facility and on varying shifts; motivate and retrain staff; and ensure staff is in compliance with facility policies and procedures. Further challenged to identify problem areas and change long term behavior to correct the problem.

Typical problems resolved include staffing shortages, scheduling issues, and filling in for staff when necessary; dealing with unplanned medication passes; conflicts among staff; and scope of practice issues.

F. Decision-making Authority:

Decisions made include hiring and disciplinary recommendations, making and changing schedules, assignment of medication passes or transportation of people, and determining what training is needed by staff.

Decisions referred include approval of hiring and disciplinary actions, and decisions outside the scope of practice for a Medication Aide.

G. Contact with Others:

Daily contact with pharmacy personnel to exchange information; and contact several times a week with medical staff to clarify duties or orders and coordinate transportation needs.

H. Working Conditions:

Works in a human services institution. Has contact with residents of the facility who are unpredictable, physically aggressive, and self-abusive.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- effective methods of supervision,
- the developmental disability population,
- administration of medication processes and relevant federal and state regulations, and
- organizational and time management skills.

Ability to:

- exercise independent judgment and make sound decisions,
- communicate effectively, and
- implement agency policies/procedures.

J. Licenses:

Must complete an approved Medication Aide Course.